

## Guidelines for Allowable Items for Reimbursement Missouri Breastfeeding Peer Counseling Program (BFPC)

Categories	Special BFPC Funding 1
Wages, Salary, and Benefits	<ul style="list-style-type: none"> <li>▪ A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.</li> <li>▪ Providing gift certificates to peer counselors in place of salary is not allowed.</li> <li>▪ Hours for providing peer counseling services, attending meetings, and trainings.</li> <li>▪ Hours for managing the program, including supervision.</li> <li>▪ The majority of Special BFPC Funding 1 should be used for peer counselor salary.</li> </ul>
Other Program Expenses	<ul style="list-style-type: none"> <li>▪ All expenses listed below for Special BFPC Funding 2 and any additional expenses necessary to manage an effective Breastfeeding Peer Counselor Program.</li> <li>▪ Includes items that can be given to participants, such as breastfeeding supplies and literature.</li> </ul>

Categories	Special BFPC Funding 2
Wages, Salary, and Benefits	<ul style="list-style-type: none"> <li>▪ A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.</li> <li>▪ Providing gift certificates to peer counselors in place of salary is not allowed.</li> <li>▪ Hours for providing peer counseling services, attending meetings, and trainings.</li> <li>▪ Hours for managing the program, including supervision.</li> <li>▪ The majority of Special BFPC Funding 2 should be used for peer counselor salary.</li> </ul>
Office Costs and Supplies	<ul style="list-style-type: none"> <li>▪ Nametags for peer counselors.</li> <li>▪ Breastfeeding resources, such as breast models, breastfeeding books, and dolls.</li> <li>▪ Outreach materials to promote services through BFPC and recruit peer counselors.</li> </ul>
Training and Retention	<ul style="list-style-type: none"> <li>▪ Cost for conducting training sessions or in-services to peer counselors, including cost of training materials.</li> <li>▪ Cost of attending the BFPC training sessions in Jefferson City for program coordinators.</li> <li>▪ Cost of attending regional peer counseling trainings, quarterly meetings, BFPC conferences, and other approved training, including meals, lodging, mileage, and other approved expenses.</li> <li>▪ Recognition items for peer counselors, such as t-shirts.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>▪ Costs incurred for traveling to and from hospital and home visits, or satellite clinics.</li> <li>▪ Costs incurred for travel for outreach activities.</li> </ul>
Telephone and Mail	<ul style="list-style-type: none"> <li>▪ Cost of a cell phone or cost of making phone contacts while providing peer counseling services.</li> <li>▪ Cost for mailing and postage.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Expenses must be used to support the work of the peer counselor.</li> <li>▪ Items that are distributed to participants are not allowed under Special BFPC Funding 2.</li> </ul>